

# WORKPLACE READINESS/ PRACTICUM

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## What is Workplace Readiness/ Practicum?

It is an integral part of the Knowledge and Employability curriculum where students participate in Off-campus experiential learning.

## How does it work?

Under the cooperative supervision of a teacher-coordinator and the employer's on-site representative, students may participate in work experience, job shadow, job investigation or research, workplace observation, worksite investigation or a mentorship arrangement or project.

## What is in it for high school students?

- Provides hands-on experience to help students relate their schooling to everyday life in the workplace and community
- Assists students in developing and expanding their employability and work skills.
- Provides students with an opportunity to gain knowledge and work experience in a career area of their choice
- Encourages students to develop safe workplace practices and procedures

## What is in it for employers?

- Encourages cooperation between the business community and the educational system
- Provide employers with a talent pool of trained and prepared potential employees.

## What will students learn?

- Employability Competencies:
  - Managing Transitions
  - Personal Management
  - Working with Others
- Occupational Competencies
  - Career Awareness
  - Job Management/Work-based Learning
  - Workplace Safety



## How do students earn credits for Workplace Readiness/Practicum?

- Workplace Readiness 10-4 and Workplace Practicum 20-4 and 30-4 are all 5-credit courses
- Credits are earned toward the requirement for a Certificate of High School Achievement or an Alberta High School Diploma
- Workplace Practicum's can be extended in time and credits by allocating Work Experience credits (3–10) to the 5-credit practicum course
- Students may access more than one practicum at the 20–30 levels, depending upon the number of corresponding prerequisite occupational courses they have taken

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## What are the minimum student requirements?

- 15 years of age
- Enrolled in grades 10, 11, or 12
- Completion of Workplace Readiness 10-4 or other HCS 3000 Workplace Safety Systems



## What are Workplace Readiness/Practicum Roles?

Student	Employer	Teacher / Off-campus Coordinator
<p>Complete required course work and Workplace Readiness 10-4 or prerequisite HCS 3000 Workplace Safety Systems</p> <p>Obtain permission from parents for workplace practicum involvement.</p> <p>Under the supervision of the teacher, obtain a placement for work experience, job shadow, workplace observation, work site investigation or mentorship.</p> <p>With assistance from the teacher, complete required Off-campus contract.</p> <p>Attend the workplace on time and on scheduled days.</p> <p>Do workplace tasks and/or learn occupation and workplace information to the best of his/her ability.</p> <p>Follow all safety and security policies of the workplace.</p> <p>With the assistance of the teacher, complete and turn in all required records.</p>	<p>Provide a safe work environment.</p> <p>Complete required contract and safety check with Off-campus coordinator.</p> <p>Prepare, with the teacher, a learning plan which is consistent with the abilities of the student.</p> <p>Allow for progressive development of occupation related knowledge and skills.</p> <p>Provide effective and appropriate supervision.</p> <p>Complete, with the teacher, evaluation of student progress.</p> <p>Report accidents according to established procedure.</p>	<p>Locate appropriate worksites to provide students with opportunities for work experience, job shadow, job investigation, workplace observation, and/or mentorship.</p> <p>Conduct a work site inspection.</p> <p>Ensure parental approval for Workplace Readiness/Practicum.</p> <p>Coordinate the development of learning plans.</p> <p>Assist students with completion of required forms.</p> <p>Provide orientation for students and employers.</p> <p>Act as a liaison between student, employer and the school.</p> <p>Coordinate, with the employer evaluations of the student's progress.</p> <p>Complete all required forms.</p>

## How can I get more information?

- Off-campus Education [website](#)

